(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

The purposes of this modification are to: 1) exercise Option No. 1 and 2) provide incremental funding. Therefore, the contract is modified in the following particulars:

- A. Under Clause 1, make the following modification:
 - Under paragraph (A), increase the total firm fixed price for this GSA order (Base period plus Option No. 1) from \$3,282,198.43 by \$3,356,262.56 to \$6,638,460.99.
- B. Under Clause 2, make the following modifications:
 - Under paragraph (a), increase the total sum allotted from \$3,276,000 by \$362,199 to \$3,638,199.00.
 - Under paragraph (a), revise the remaining balance from \$6,198.43 to \$3,000,261.99 to account for the exercise of option period 1 and the provision of \$362,199 in funding. In addition, the schedule date for allotment of funds is revised from August 29, 2002 to October 8, 2002.
 - Under paragraph (c), change the funded through date from August 29, 2002 to October 8, 2002.
- C. Under Clause 3, make the following modification:
 - Under paragraph (A), change the period of performance from August 31, 2002 to August 31, 2003.
- D. Under Attachment 3, make the following modification:
 - Under Attachment 3, add Wage Determination No. 1994-2007 (Revision No. 23), dated May 28, 2002 for Option 1. Should there be revisions or changes to this wage determination, an equitable adjustment may be made pursuant to FAR Clause 52.222-43.
- E. The modifications made in A through D above are reflected in total on the change pages enclosed herein. In order to reflect the changes made, the pages listed below are hereby deleted from, or added to, Delivery Order: H-34723D. A vertical change bar is included in the right margin in the specific area of change.

Page(s) Deleted 5, 6 and 7

Page(s) Added 5, 6 and 7

Attachment 3 (Pages 11-20)

F. Except as provided herein, there are no other changes to Delivery Order H-34723D.

SUPPLIES OR SERVICES AND PRICES/COSTS

1. FIRM FIXED PRICE

A. The total firm-fixed price of this GSA order for the applicable period is as follows:

ORDERING PERIOD	PERIOD COVERED	FIRM FIXED PRICE
Base Period	08/06/02 - 08/31/02	\$3,282,198.43
Option No. 1	09/01/02 - 08/31/03	<u>\$3,356,262.56</u>
Total		\$ 6,638,460.99

B. If the Government exercises any of its options pursuant to the terms of this GSA order, the total firm-fixed price of this GSA order shall be increased by the applicable amounts shown below:

OPTION		PERIOD CO	IVC	ERED	FIRM	FIXED	St	tatus of
						PRICE		Options
Option No.	2	09/01/03	_	08/31/04	\$ <u>3,3</u>	97,054.74	Not	Exercised
Option No.	3	09/01/04	-	08/31/05	\$ <u>3,4</u>	40,006.32	Not	Exercised
Option No.	4	09/01/05	-	08/31/06	\$3,4	83,431.63	Not	Exercised

2. LIMITATION OF FUNDS

(a) Of the total price of the services identified as FFP, the sum of $\frac{3,638,199.00}{}$ is presently available for payment and allotted to this GSA order. It is anticipated that from time to time additional funds will be allocated to this GSA order in accordance with the following schedule, until the total price of said items is allotted:

SCHEDULE FOR ALLOTTMENT OF FUNDS

<u>Date</u> <u>Amounts</u>

October 8, 2002 \$3,000,261.99

*NOTE: THE IDIO PORTION OF THE CONTRACT SHALL BE PAID BY INDIVIDUAL DELIVERY ORDERS/H-ORDERS WITH FUND CITATIONS ON EACH ORDER.

(b) The Contractor agrees to perform or have performed work as specified in the PWS up to the point at which if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point.

The Government is not obligated in any event to pay or reimburse the Contractor more than the amount from time to time allotted to the contract, anything to the contrary in the termination for Government clause notwithstanding.

- (c) 1. It is contemplated that funds presently allotted to this contract will cover the work to be performed until _October 8, 2002.
- 2. If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amount payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- 3. (i) The notice shall state the estimated date when the point referred to in subparagraph (c)(2) above will be reached and the estimated amount of additional funds required to continue performance to the date specified in subparagraph (c)(1) above, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in subparagraph (c)(1) above, or an agreed date substituted for it, advise the Contracting Officer of the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- 4. If, after the notification referred to in subdivision (3)(ii) above, additional funds are not allotted by the date specified in subparagraph (1) above, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.
- (d) When additional funds are allotted from time to time for continued performance of the work under this contract, the parties shall agree on the applicable period of contract performance to be covered by these funds. The provisions of subparagraphs (a) and (c) above shall apply to the additional funds and the substituted date pertaining to them, and the contract shall be modified accordingly.

- (e) If, solely by reason of the Government's failure to allot additional funds in amounts sufficient for the timely performance of this contract, the Contractor incurs additional costs or is delayed in the performance of the work under this contract, and if additional funds are allotted, an equitable adjustment shall be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the items to be delivered, or in the time of delivery, or both.
- (f) The Government may at any time before termination, and, with the consent of the Contractor, after notice of termination, allot additional contract funds.
- (g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the default clause of this contract. The provisions of this Limitation of Funds clause are limited to the work on and allotment of funds for the items set forth in paragraph (a) above. This clause shall become inoperative upon the allotment of funds for the total price of said work except for the rights and obligations them existing under this clause.
- (h) Nothing in this clause shall affect the right of the Government to terminate this contract pursuant to the Termination for Convenience of the Government clause of this contract.

(End of Clause)

3. PERIOD OF PERFORMANCE

- A. The period of performance of this GSA order shall be September 1, 2002 through <u>August 31, 2003</u>.
- B. In the event the Government elects to exercise its option(s) pursuant to the terms of this GSA order, the period of performance for each option shall be as set forth below:

Option No.	: *		Perior Perfor			
1 2 3 4	September September September September	1,	2003 - 2004 -	August August	31, 31,	2004 2005

(End of Clause)

***** MOU WD PROGRAM *****

WASHINGTON D.C. 20210

ORIGINAL SIGNED BY:

William W. Gross

Division of

Wage Determination No.: 1994-2007 Revision No.: 23

Director

Wage Determinations | Date Of Last Revision: 05/28/2002

States: Alabama, Tennessee

Area: Alabama Counties of Colbert, Franklin, Jackson, Lauderdale, Lawrence,

Limestone, Madison, Marion, Marshall, Morgan, Winston

Tennessee Counties of Giles, Lawrence, Lincoln, Moore, Wayne

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE

MINIMUM WAGE RATE

Administrative Support and Clerical Occupations

Accounting Clerk I				8.76
Accounting Clerk II				10.55
Accounting Clerk III	201	7.18 7.18		13.41
Accounting Clerk IV				16.77
Court Reporter			•	13.58
Dispatcher, Motor Vehicle				14.03
Document Preparation Clerk				12.18
Duplicating Machine Operator				12.18
Film/Tape Librarian				10.72
General Clerk I		•		8.65
General Clerk II			N.	9.73
General Clerk III				10.42
General Clerk IV				12.19
Housing Referral Assistant				16.22
Key Entry Operator I				9.37
Key Entry Operator II				11.16
Messenger (Courier)				7.39
Order Clerk I				10.22
Order Clerk II				13.88
Personnel Assistant (Employment)	I			9.17
Personnel Assistant (Employment)			•	12.09
Personnel Assistant (Employment)				13.51
Personnel Assistant (Employment)				13.73
Production Control Clerk				16.25
Rental Clerk	1,	78 * *		10.72
Scheduler, Maintenance				11.51
Secretary I				11.51
Secretary II				13.58
Secretary III				16.22
Secretary IV				19.75
Secretary V				21.92
Service Order Dispatcher				11.89
Stenographer I				13.44
Stenographer II				15.24
Supply Technician				19.75
Survey Worker (Interviewer)				13.58
Switchboard Operator-Receptionis	t			8.57
Test Examiner	-			13.58
Test Proctor				13.58
Travel Clerk I				8.22
				0.22

		NASA Order: H-34723D Mod No. 6 Attachment 3
Travel Clerk II	į	8.71
Travel Clerk III		9.29
Word Processor I		11.10
Word Processor II		12.46
Word Processor III		13.93
Automatic Data Processing Occupation	ons	
Computer Data Librarian		9.81
Computer Operator I		12.14
Computer Operator II		13.55
Computer Operator III		17.17
Computer Operator IV		17.91
Computer Operator V		19.83
Comput er Programmer I (1)		16.22
Computer Programmer II (1)		19.10
Comput er Programmer III (1)		22.79
Computer Programmer IV (1)		27.57
Computer Systems Analyst I (1)		24.64
Computer Systems Analyst II (1)		27.62
Computer Systems Analyst III (1)		27.62
Peripheral Equipment Operator		12.14
Automotive Service Occupations		
Automotive Body Repairer, Fibergl	ass	17.50
_ Automotive Glass Installer	:	15.94
Automotive Worker		15.94
Electrician, Automotive	a c	16.73
Mobile Equipment Servicer		14.45
Motor Equipment Metal Mechanic		17.50
Motor Equipment Metal Worker		15.94
Motor Vehicle Mechanic		15.98
Motor Vehicle Mechanic Helper		12.52
Motor Vehicle Upholstery Worker		15.22
Motor Vehicle Wrecker		15.94
Painter, Automotive		15.28
Radiator Repair Specialist		15.94
Tire Repairer		12.75
Transmission Repair Specialist		17.50
Food Preparation and Service Occupa	tions	
Baker		9.96
Cook I		7.87
Cook II		8.85
Dishwasher		6.95
	Leave to	6.95
Meat Cutter		9.99
Waiter/Waitress		6.82
Furniture Maintenance and Repair Oc	cupations	
Electrostatic Spray Painter		17.56
Furniture Handler		13.94
Furniture Refinisher		17.56
Furniture Refinisher Helper		14.41
raturence Werintpuer Herber		T4.4T

Furniture Repairer, Minor Upholsterer	15.98 17.56
General Services and Support Occupations	
Cleaner, Vehicles Elevator Operator Gardener House Keeping Aid I House Keeping Aid II Janitor Laborer, Grounds Maintenance Maid or Houseman Pest Controller Refuse Collector Tractor Operator Window Cleaner Health Occupations	7.99 8.06 10.22 7.13 8.62 8.06 8.44 6.63 9.09 8.44 10.19 8.24
Health Occupations	
Dental Assistant Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver Licensed Practical Nurse II Licensed Practical Nurse III Medical Assistant Medical Laboratory Technician Medical Record Clerk Medical Record Technician Nursing Assistant I Nursing Assistant II Nursing Assistant III Nursing Assistant IV Pharmacy Technician Phlebotomist Registered Nurse I Registered Nurse II Registered Nurse III, Specialist Registered Nurse IIII	10.98 11.88 11.17 12.54 14.04 9.81 12.53 11.28 13.60 7.75 8.71 9.50 10.66 12.24 11.28 14.90 18.23 18.23 22.05 22.05 26.43
Information and Arts Occupations	
Audiovisual Librarian Exhibits Specialist II Exhibits Specialist III Exhibits Specialist III Illustrator I Illustrator III Illustrator III Librarian Library Technician Photographer I Photographer III Photographer IV Photographer IV	21.15 17.77 21.76 26.45 17.77 21.76 26.45 19.27 14.28 13.01 15.02 17.99 22.00 26.70

Laundry, Dry Cleaning, Pressing and Related Occupations 6.94 Assembler Counter Attendant 6.94 7.29 Dry Cleaner Finisher, Flatwork, Machine 6.94 Presser, Hand 6.94 6.94 Presser, Machine, Drycleaning Presser, Machine, Shirts 6.94 7.32 Presser, Machine, Wearing Apparel, Laundry Sewing Machine Operator 7.64 8.36 Tailor Washer, Machine 7.46 Machine Tool Operation and Repair Occupations Machine-Tool Operator (Toolroom) 18.68 22.78 Tool and Die Maker Material Handling and Packing Occupations 14.82 Forklift Operator 16.43 Fuel Distribution System Operator Material Coordinator 16.25 Material Expediter 16.25 9.58 Material Handling Laborer 10.87 Order Filler Production Line Worker (Food Processing) 11.57 10.89 Shipping Packer 10.51 Shipping/Receiving Clerk Stock Clerk (Shelf Stocker; Store Worker II) 12.11 8.93 Store Worker I Tools and Parts Attendant 12.44 11.57 Warehouse Specialist Mechanics and Maintenance and Repair Occupations Aircraft Mechanic 18.38 Aircraft Mechanic Helper 14.41 20.21 Aircraft Quality Control Inspector Aircraft Servicer 15.98 Aircraft Worker 16.75 17.56 Appliance Mechanic 14.66 Bicycle Repairer Cable Splicer 18.38 17.56 Carpenter, Maintenance 16.75 Carpet Layer 20.61 Electrician, Maintenance Electronics Technician, Maintenance I 14.82 25.55 Electronics Technician, Maintenance II 26.62 Electronics Technician, Maintenance III Fabric Worker 15.98 Fire Alarm System Mechanic 18.38 15.72 Fire Extinguisher Repairer 18.38 Fuel Distribution System Mechanic General Maintenance Worker 16.43 Heating, Refrigeration and Air Conditioning Mechanic 18.38

18.38

17.87

Heavy Equipment Mechanic Heavy Equipment Operator

•	7 ktuominont .
Instrument Mechanic	18.38
Laborer	8.89
Locksmith	17.56
Machinery Maintenance Mechanic	20.72
Machinist, Maintenance	16,92
Maintenance Trades Helper	14.41
Millwright	18.38
Office Appliance Repairer	17.56
Painter, Aircraft	17.56
Painter, Maintenance	17.56
Pipefitter, Maintenance	18.38
Plumber, Maintenance	17.56
Pneudraulic Systems Mechanic	18.38
Rigger	18.38
Scale Mechanic	16.75
Sheet-Metal Worker, Maintenance	18.38
Small Engine Mechanic	16.75
Telecommunication Mechanic I	18.38
Telecommunication Mechanic II	20.21
Telephone Lineman	18.38
Welder, Combination, Maintenance	18.38
Well Driller	18.38
Woodcraft Worker	18.38
Woodworker	16.43
Miscellaneous Occupations	
Animal Caretaker	7.19
Carnival Equipment Operator	7.70
Carnival Equipment Repairer	8.09
Carnival Worker	6.38
Cashier	6.50
Desk Clerk	6.90
Embalmer	18.01
Lifeguard	9.46
Mortician	17.26
Park Attendant (Aide)	10.21
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.87
Recreation Specialist	11.14
Recycling Worker	10.10
Sales Clerk	8.87
School Crossing Guard (Crosswalk Attendant)	7.12
Sport Official	8.87
Survey Party Chief (Chief of Party)	12.11
Surveying Aide	7.45
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	
Swimming Pool Operator	9.72
Vending Machine Attendant	8.48
Vending Machine Repairer Vending Machine Repairer Helper	9.72 8.48
vending machine kepairer helper	0.40
Personal Needs Occupations	
Child Care Attendant	6.95
Child Care Center Clerk	8.68
Chore Aid	6.82
Homemaker	11.01

Plant and System Operation Occupations Boiler Tender 18.86 Sewage Plant Operator 17.56 Stationary Engineer 18.86 Ventilation Equipment Tender 14.41 17.56 Water Treatment Plant Operator Protective Service Occupations 11.60 Alarm Monitor Corrections Officer 12.80 Court Security Officer 10.88 Detention Officer 12.80 Firefighter 9.62 Guard I 8.73 Guard II 12.11 Police Officer 15.64 Stevedoring/Longshoremen Occupations Blocker and Bracer 13.48 Hatch **Te**nder 13.48 Line Handler 13.68 Stevedore I 11.66 Stevedore II 14.13 Technical Occupations Air Traffic Control Specialist, Center (2) 28.33 Air Traffic Control Specialist, Station (2) 19.54 Air Traffic Control Specialist, Terminal (2) 21.51 Archeological Technician I 15.69 Archeological Technician II 17.56 Archeological Technician III 21.76 22.32 Cartographic Technician Civil Engineering Technician 20.75 Computer Based Training (CBT) Specialist/ Instructor 24.00 Drafter I 13.99 Drafter II 15.69 Drafter III 17.77 21.76 Drafter IV Engineering Technician I 12.79 Engineering Technician II . 15.89 Engineering Technician III 19.09 Engineering Technician IV 26.34 Engineering Technician V 30.74 Engineering Technician VI 37.17 16.67 Environmental Technician 26.49 Flight Simulator/Instructor (Pilot) 19.39 Graphic Artist Instructor 19.27 Laboratory Technician 14.09 Mathematical Technician 21.61 Paralegal/Legal Assistant I 13.59 17.18 Paralegal/Legal Assistant II Paralegal/Legal Assistant III 20.96 Paralegal/Legal Assistant IV 25.37 Photooptics Technician 19.16

14.71

11.97 13.56 15.01

Technical Writer Unexploded (UXO) Safety Escort Unexploded (UXO) Sweep Personnel	23.07 19.14 19.14
Unexploded Ordnance (UXO) Technician I	. 19.14
Unexploded Ordnance (UXO) Technician II	23.15
Unexploded Ordnance (UXO) Technician III	27.74
Weather Observer, Combined Upper Air and Surface Programs (3)	16.72
Weather Observer, Senior (3)	17.08
Weather Observer, Upper Air (3)	16.72
ransportation/ Mobile Equipment Operation Occupations	•
Bus Driver	12.67
Parking and Lot Attendant	8.18
Shuttle Bus Driver	11.97
Taxi Driver	9.91

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

Truckdriver, Heavy Truck Truckdriver, Light Truck Truckdriver, Medium Truck

Truckdriver, Tractor-Trailer

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

** HAZARDOUS PAY DIFFERENTIAL **

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordinance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordinance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition.

NOTE: These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

.If employees are required to wear uniforms in the performance of this contract (either by

the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238,

or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444(SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the

wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.